

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

44

September 9, 2003

FROM: CORY NELSEN, Director
Department of Child Support Services

SUBJECT: PURCHASE ORDER FOR COPIER MACHINE MAINTENANCE SERVICES
WITH MINOLTA BUSINESS SYSTEMS

RECOMMENDATION: Authorize the Purchasing Agent to issue a Purchase Order to Minolta Business Systems in the amount of \$134,835 for office machine maintenance for the Department of Child Support Services (DCSS) for FY 2003/2004.

BACKGROUND INFORMATION: In FY 2002/2003 the Board of Supervisors gave approval to the County Purchasing Department to issue and increase purchase order #Z0066B for a total amount of \$102,500 for maintenance agreements, repairs, and excess copy charges for 35 copiers and 17 fax machines located at various DCSS offices throughout the county. The department expended \$97,403 during the FY 2002/2003 for maintenance services with this vendor.

Minolta Business Solutions is a County contracted vendor that provides photocopier, facsimile equipment, supplies, and maintenance to all County departments. Minolta Business Systems is the sole distributor of parts and supplies and is certified by the manufacturer to service and repair Minolta products. The original quotes supplied by the bidding vendors included maintenance agreements, which were considered when awarding the agreement.

County Policy No. 11-05 requires that County Departments seek Board of Supervisor's approval when contracting for services in excess of \$25,000 per scope of services, per contractor, per department, per budget fiscal year. DCSS is requesting authorization for the Purchasing Department to issue a Purchase Order to Minolta Business Systems in the amount of \$134,835 for maintenance agreements, repairs, and excess copy charges for 38 copiers and 22 facsimile machines for FY 2003/2004.

The department anticipates an increase in costs in FY 2003/2004 based on previous fiscal year expenditures and due to the purchase of additional facsimile machines and Minolta copiers in FY 2002/2003. Two of the new copiers will be used for overnight batch printing which will increase the department's maintenance agreement costs substantially. These copiers however, will save the department approximately \$30,000 per year due in a decrease in office supply costs (toner).

Page 1 of 2

Record of Action of the Board of Supervisors

44

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Page 2 of 2

44

REVIEW BY OTHERS: This item has been reviewed and coordinated for procurement by the Purchasing Department (Aurelio De LaTorre, Director) on August 25, 2003, County Counsel (Julie Surber, Deputy County Counsel) on August 25, 2003, HSS Finance (Kristin Letterman, Administrative Manager) on August 28, 2003 and the County Administrative Office (Gary Morris, Administrative Analyst) on August 28, 2003.

FINANCIAL IMPACT: There are sufficient appropriations available in the FY 03/04 Child Support Budget for this expenditure. The Child Support program is a Federal program administered by the State Department of Child Support Services. The program receives 66% in Federal Financial Participation (FFP) and 34% funding from the State. There is no local County cost.

Cost Reduction Review: The County Administrative Office has reviewed this item and recommends this action based on the need to continue office machine maintenance and service and because all costs associated with this agreement are 100% reimbursed by the California Department of Child Support Services.

SUPERVISORIAL DISTRICT(S): All

PRESENTER: Cory Nelsen, Director, Department of Child Support Services, (909) 478-7474

44